

ARB SIGN NUMBER _____
SUBMITTAL DATE _____
City of Williamsburg Sign Permit Number _____

CITY OF WILLIAMSBURG
APPLICATION FOR REVIEW BY THE ARCHITECTURAL REVIEW BOARD

No sign, except those qualifying for permit exceptions, shall be painted, constructed, erected, remodeled, refaced, relocated, expanded or otherwise altered until a sign permit has been issued by the building official. Once ARB approval is granted, completion of a sign permit is required prior to the building official's review.

The undersigned hereby makes application for Architectural Review under the provisions of Article VI. SIGNS, of the Williamsburg Zoning Ordinance, and the provisions of the Virginia Uniform Statewide Building Code. I understand that approval by the Review Board of any erection, reconstruction, alteration, restoration, razing, demolition or moving of a building, structure, sign, or exterior architectural feature shall expire 12 months from the date of approval.

Location _____

Sign District _____

Business Name _____

Tax Map Number _____

Property Owner's **Printed** Name: _____

This application is made on the condition that when the permit is issued, the sign will be erected according to the provisions of all City ordinances and other specifications listed.

Property Owner's Signature: _____

Person applying for permit is:

☐ Owner ☐ Representative ☐ Lessee

Address: _____

Printed Name _____

City/State/Zip: _____

Address: _____

Phone/Fax No. _____

City/State/Zip: _____

Representative's **Printed** Name _____

Phone/Fax No. _____

Address: _____

City/State/Zip: _____

Phone/Fax No. _____

REQUIRED FOR SIGN APPLICATIONS: Nine (9) **color renderings** of the proposed sign(s) with all drawings indicating the dimensions of the sign and scale of the drawing. For freestanding or monument signs the height of the sign from grade to the top of the sign must be drawn to scale and submitted for review.

Building-Mounted Signs

Dimensions _____

Number proposed _____

Building frontage _____

Distance from curb _____

Sign area of existing signs _____

Type of construction _____

Type of illumination _____

Freestanding Signs

Dimensions _____

Number proposed _____

Number existing _____

Distance from property line _____

Type of construction _____

Type of illumination _____

*****FOR OFFICE USE ONLY*****

Sign area allowed _____

Sign area existing _____

Sign area proposed _____

Sign area remaining _____

*****FOR OFFICE USE ONLY *****

Number allowed _____

Height allowed _____

Height proposed _____

Sign area allowed _____

Sign area proposed _____

DESCRIPTION OF PROPOSED SIGNAGE:

Message of Sign: _____

Materials of Sign: _____

Specific colors (name of shade): _____

Lighting details _____

Describe mounting details (include vertical clearance from ground or sidewalk, supports, bracing, etc.):

Describe landscaping (or site treatment) for freestanding signs: _____

Architectural Review Board Action on (date): _____☐ Approved ☐ Approved with Conditions ***** ☐ Denied ☐ Tabled_____
For Architectural Review Board